

Position: Street Superintendent
Class Structure: Management
Class: Manager
Level: 1
Duties: This is a full-time position with the City's Public Works Department. This position will be responsible for directing the daily operations of the Street and Drainage Maintenance division. Major functions of the division include Street Maintenance, Drainage maintenance, Vegetation, Right of Way, Traffic Maintenance, and rapid response to emergencies. Exercises direct supervision over assigned staff. Address citizen's request and complaints.
Dept./Div: Street Department
Salary Range: \$65,000 - \$80,000
Status: Exempt
Reports to: Public Works Director
Posting Date: August 30, 2016
Closing Date: Open Until Filled

Key Job Responsibilities:

- Directs operations engaged in the maintenance, operations and construction of the applicable City infrastructure.
- Manage street maintenance operations
- Manage maintenance of ROW and drainage areas
- Manage sign, signal and pavement marking installation and maintenance
- Manage mosquito spraying operations
- Solid waste and Tier II Chemical reporting program
- Pump station maintenance and emergency generator maintenance
- Ensures compliance with all applicable ordinances as well as State and Federal rules and regulations.
- Address citizens' complaints, suggestions, or requests for information or services are completed in a timely manner consistent with established procedures, rules and service level agreements.
- Develop and/or enforce departmental safety policy
- Interviews potential employee's, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established City policies, procedures, and guidelines.
- Develops the Division's annual operating budget and carefully monitors expenditures.
- Supervises the receipt of bids; recommends the awarding of contracts.
- Inspect contractor operations and, Pay invoices and Monitor budget
- Prepare purchase orders and invoices utilizing accounting software and other city forms.
- Assist in and support City emergencies

- Performs other related duties and fulfills responsibilities as required.

Knowledge/Skills:

- Knowledge of emergency operations
- Knowledge of applicable Federal, State, and local laws and ordinances.
- Knowledge of administrative and management principles.
- Knowledge of principles and practices of supervision, training, and personnel management.
- Knowledge of principles and practices of budget preparation and administration.
- Ability to develop clear and concise written reports and presentations for City Council, Planning and Zoning commission, Stafford Economic Development Corporation and other agency or entity.
- Ability to research, analyze, and summarize data to ensure production goals are met.
- Ability to direct the activities of a large number of employees.
- Ability to forecast construction progression.
- This position requires an individual with a strong detail-oriented work style;
- Accommodating and proactive attitude in working with the public, other departments, other governmental agencies and co-workers;
- Ability to work independently; and ability to exercise good judgment;
- Excellent organizational and communication skills;

Minimum Qualifications for Position:

- Education/Experience: Bachelor's Degree and three years of progressively responsible experience in street, drainage and traffic maintenance, including prior lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Five years preferred.
- Valid Texas Driver's License
- Texas Structural Pest Control License is preferred.
- Non-Commercial Pesticide Applicator's License is preferred.

THE CITY OF STAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER